

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

**Base Year Modification Request Certification**

**Part 2: Generation Study - Includes Extrapolation of Residential or Non-Residential Diversion Data**

To request a substitution for a previously approved base-year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board**  
**Office of Local Assistance**  
**1001 I Street, 9th Floor**  
**PO Box 4025**  
**Sacramento, CA 95812-4025**

**General Instructions:**

Please select the **ONE** choice below that best explains your request to the Board.

1. Use a recent generation-based study to calculate our current reporting-year generation amount, but not officially change our existing Board-approved base year.  
 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year

The cells on these sheets are protected except for the ones that need information. If you have problems using these sheets, please contact your Office of Local Assistance representative.

**Section I: Jurisdiction Information and Certification**

*All respondents must complete this section*

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name <b>The Town of Woodside</b>	County <b>San Mateo</b>		
Authorized Signature 	Title <b>Town Manager</b>		
Type/Print Name of Person Signing <b>Susan E. George</b>	Date <b>3/8/2002</b>	Phone ( ) <b>(650) 851-8790</b>	
Person Completing This Form (please print or type) <b>Richard Gertman</b>	Title <b>Principal</b>		
Affiliation: <b>Environmental Planning Consultants</b>			
Mailing Address <b>1855 The Alameda, Suite 120</b>	City <b>San Jose</b>	State <b>CA</b>	ZIP Code <b>95126</b>
E-mail address			

**Section II: Information for New Generation-Based Study**

**Attach additional sheets if necessary— reference each response to the appropriate cell number (e.g., 4).**

*Note: New base years must be representative of a jurisdiction's disposal and diversion*

1. Current Board-approved base-year:

1991

2. Proposed new generation-based study year:

1999

3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:

**4. Enter your diversion rates below.**

Diversion rate calculated using current base year	a. -143 %	Diversion rate calculated using new generation-based study	b. 44 %
For existing base year pounds/person/day based on generation	6	For new generation based study pounds/person/day based on generation	29
Residential % Non-Residential %		Residential % Non-Residential %	
Population existing generation tonnage study	5050	Population new generation based study	5700

5. If there is an increase between 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and any explanations, e.g. change in jurisdiction's demographics.

A curbside collection program was implemented in 1991 which includes paper, beverage containers, scrap metal, and used motor oil. Commercial businesses are able to participate in the Town's recycling program. The town's waste hauler disposed of only 3,000 tons of waste, the remaining 13,000 tons of waste was self-hauled. The Town of Woodside has experienced a construction "boom". This high amount of self-haul waste contributes to the high pounds/person/day amount.

6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the reasons for the difference. (For example: new/improved diversion programs or previous data errors.)

Please see above regarding the new/improved diversion programs. Manure composting from horse stables.

**7. Disposal Tonnage: (enter values)**

	Residential	Non-Residential	Total
	3000	13561	16561

Please select the **ONE** choice below that best explains your **disposal** data and complete the required tables.

a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Modification Certification sheet.)

c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Modification Certification sheet.)

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (**form will perform all addition calculations**). If any diversion is from restricted wastes, please identify those programs/waste types and fill out section 11.

\* Please provide detailed non-residential waste audit information in Section 9.

**Residential Activities:**

Source Reduction	Total tons	Relative Percent to Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used and Source (if any)	Type of record and location of record
Backyard composting	157	157	0.5%	Greenwaste	None
Grasscycling	515	515	1.7%	Grass clippings	Appendix J-1 of Diversion Study Guide conversion factor of 350.00 pounds per 1000 Sq Ft/Year CIWMB

**Other residential source reduction (list each program separately)**

Thrift stores			Clothing and assorted household goods	Paper bag full = 7.5 pounds. Plastic garbage bag full = 15 pounds. Box full = 20 pounds. For larger items, appendix J-1 of the Diversion Study Guide was used.	Survey of 42 Residents/Environmental consultants
Shopping Bags	112	112		EPC weighed standard sized grocery bags and found that there were 8 per pound or .125 pound each. Assumed that those bringing a canvas bag avoided taking a paper bag.	Survey of 42 Residents/Environmental consultants
Manure Composting	1	1.4	Grocery bags	8.2 tons manure per horse per year	Town's horse permits records / Town Hall
	6576.4	6576.4	Horse Manure		
	6,576.40	6,576.40			

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation	Specific material types	Source (if any)	Specific conversion factor used and and location of record
Please use the Board of Program Glossary. The program type glossary is online at <a href="http://www.dvmb.ca.gov/LSCCentral/PARISCodes/Reduce.htm">http://www.dvmb.ca.gov/LSCCentral/PARISCodes/Reduce.htm</a>							
Enter program name							
Enter program name							
<b>Subtotal Res. Source Reduction</b>	<b>0</b>	<b>7362</b>	<b>7361.8</b>				
<b>Recycling</b>							
Curbside Recycling	883	N/A	883	3.0%	Beverage containers, newspaper	Actual weights.	Franchise hauler records
Buyback centers	86	N/A	86	0.3%			
Drop-off centers		N/A					
<b>Other residential recycling</b> (list each program separately)							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Res. Recycling</b>	<b>969</b>		<b>969</b>				
<b>Composting</b>							
Green waste drop-off		N/A					
Curbside green waste		N/A					
Christmas tree program	309	N/A	309	1.0%	Greenwaste	Actual weights.	Waste and recycling hauler records
<b>Other residential composting</b> (list each program separately)							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Res. Composting</b>	<b>309</b>		<b>309</b>				
<b>Non-Residential Activities:</b>							
Source Reduction							
Non-residential Waste Audit*	956		955.8	3.2%			See Section 11
<b>Other non-residential source reduction</b> (list each program separately)							

Division/Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation	Specific material type(s)	Specific conversion factor used and Source (if any)	Type of record and location of record
	(A)	(B)	(A+B)	(A+B)/Total Generation	(List programs with multiple materials together)		
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ci.lvrmd.ca.gov/LGCentral/PARIS/Codes/">http://www.ci.lvrmd.ca.gov/LGCentral/PARIS/Codes/</a> . Reduce.htm							
Construction and demolition							
Town Govt Programs	0	N/A	11.4	0.0%	Various items salvaged from deconstruction, such as doors windows and redwood decking	Estimates from nine contractors over a wide variety of items.	Survey of 9 building contractors/environmental planning consultants
Enter program name		N/A	0.3	0.0%	Office paper	10 lbs per 1,000 sheets of paper	Environmental planning consultants
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Non-Res. Source Reduction</b>	<b>968</b>		<b>967.5</b>	<b>3.3%</b>			
<b>Recycling</b>							
Non-residential Waste Audits*	239	N/A	238.9	0.8%		See Section 11	
Scrap metal							
Construction and demolition							
Landfill salvage	6.6	N/A	6.6	0.0%	Various items from deconstruction.	Estimates from nine contractors over a wide variety of items.	Survey of 9 building contractors/environmental planning consultants
Other non-residential recycling (list each program separately)							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Government							
Enter program name	292	N/A	291.8	1.0%	Mostly asphalt with paper waste and landscape waste.	1380 pounds per cubic yard of asphalt.	Town Diversion Activities/Environmental Planning Consultants
<b>Subtotal Non-Res. Recycling</b>	<b>537</b>		<b>537.3</b>	<b>1.8%</b>			
Composting							
Non-residential Waste Audits*	2160		2160.4	7.3%			See Section 11

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation	Specific material types	Specific conversion factor used and source (if any)	Type of record and location of record
	(A)	(B)	(A+B)	(A+B)/Total Generation	(List programs with multiple materials together)		
<b>Please use the Board's program types. The program type glossary is online at <a href="http://www.dvmb.ca.gov/LGCentral/PARISCodes/">http://www.dvmb.ca.gov/LGCentral/PARISCodes/</a>. Reduce him.</b>							
<b>Other non-residential composting (list each program separately)</b>							
Woodwaste		N/A					
	123.8		123.8	0.4%	Woodwaste	108 pounds per cubic yard, from Appendix J-1 of Diversion Study Guide.	Local landscapers & tree trimmers surveyed
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Non-Res.</b>	<b>2284</b>		<b>2284.2</b>	<b>7.7%</b>			
<b>Subtotal Non-Residential Diversion</b>	<b>3789</b>	<b>0</b>	<b>3789</b>	<b>12.7%</b>			
<b>Residential/Non-residential Diversion Activities</b>							
ADC							
Sludge		N/A	734.78	2.5%	C & D debris and Greenwaste	Actual weights.	
<b>Subtotal Res./Non-Res. Diversion</b>	<b>735</b>	<b>N/A</b>	<b>6931.78</b>	<b>23.3%</b>			
<b>Total Diversion Tons</b>	<b>5802</b>		<b>7361.8</b>	<b>13163.58</b>	<b>4.4%</b>		
<b>Total Disposal Tons from Sec.7</b>	<b>16561</b>			<b>16561</b>			
<b>Total Generation (Div+Dis)</b>	<b>22363</b>		<b>7361.8</b>	<b>29724.58</b>			

## 9. Specific Non-Residential Sector Waste Audits – Top 10 Non-Residential Generators

Please complete this table for the non-residential sector that was surveyed. List each non-residential generator separately. Audit reference number ties to your audit sheets. (Form will perform all calculations).

- Include attachment, marked 9, which includes a summary of all the businesses surveyed and all extrapolation calculations used to estimate the diversion rate:
- Include for each business (use type of business in lieu of specific business name, e.g. grocery store) each diversion activity and material type (e.g. cardboard recycling) and the associated tonnage for each diversion activity/material type.
  - If using number of employees for your extrapolation method, include this information for each generator surveyed.
  - Please order the non-residential generators, largest to smallest, based on total diversion tons.

- Also, summary should include the businesses that were selected to be surveyed, but did not respond to the survey and the number of employees at each business. If using disposal to extrapolate, the disposal for each generator must be included in the summary. For each non-residential generator the disposal must be broken out by cubic yard, and roll-off or compactor weights. If disposal was estimated for either disposal-based or employment-base extrapolation methods, please include conversion factor(s) for disposal and source for conversion factor(s). Please provide an explanation as to how the conversion factor(s) is (are) appropriate for your jurisdiction, e.g. study was conducted to determine average weights using hauler weight tickets, etc.

Type of Non-residential Generator	Audit Reference Number	Specific Diversion Activities, include material type (e.g. paper recycling, grass recycling)	Number of Employees	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Diversion Tons	Survey Method
				Tons					Phone (P) Mail (M) On-site (O) Other _____
Portola Farms									
Menlo Country Club									
Charter Oak Farm									
Four Winds Farm									
CTE TA Horse Park									
Robert's Market									
RR Farm									
Putnam Davis									
Ryding Hy Arabians									
Woodside School District									
<b>Totals</b>				<b>50</b>	<b>853</b>	<b>148</b>	<b>2086</b>	<b>3086</b>	

Summarize the non-residential diversion activities quantification methodology and applicable conversion factors.

10. On a separate sheet of paper, marked attachment 10, provide the following information for each diversion program listed in section 8 that was extrapolated from representative sampling. Note: Do no include non-responders in extrapolation there is no data from non-responders. Extrapolate from responders.

**Describe sampling method including:**

- Type of sampling method (for either stratified or cluster sampling provide detailed information on how strata and clusters were clusters.)
  - Total number of samples included in the survey
  - Number of non-respondents and respondents
- Total population
- Source for identifying population (e.g. city business licenses, commercial database, resident's addresses, etc.)
- Relation of sample size to total population
- Survey data collection tool(s) and approaches
- Confidence level and margin of error for the sampled population
- Outliers (specific generators which fall significantly above or below others) should be removed from base amount prior to extrapolation
- Unusual outliers and exceptional anomalies should be described in detail

**Describe the methods used to prevent double-counting between the surveys and the reported tonnages from haulers, recyclers, MRFs and composters.**

**Describe extrapolation method including:**

- Basis of extrapolation**
- Why this extrapolation method is appropriate**
- Sources of information used for extrapolation such as disposal or employment**

11. For each restricted waste type (i.e. agricultural waste, inert solids, scrap metals and white goods [PRC Section 41781.2]) and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete one of the following tables:

Note: program name refers to one specific diversion program for that waste type; example (Diversion City Public Wastes Dept.)

Restricted Waste Type	Specific Program name	Year started	Tonnage
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		
Pull Down for Waste Types	▼		

b. If the diversion program started before January 1, 1990, on a separate sheet, marked attachment 10b, provide documentation showing: approval of previous submitted information.

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion [PRC Sec. 41781.2 (c) (1)].
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (Note: this criterion is applicable to the entire jurisdiction, not to individual programs [PRC Sec. 41781.2 (c) (2)]).
- The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

c. If the diversion program started before January 1, 1990, and the documentation requested in 11b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Program Name	New base year or reporting year diversion tonnage
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	
Pull Down for Waste Types	▼	

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. (*Note: Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.*)

Restricted Waste Type	Program name	New base year or reporting year tonnage	1990 diversion tonnage	Difference
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			
Pull Down for Waste Types	▼			